

**Safety Committee**  
**December 15, 2010**  
**1:00 – 3:00 pm**  
**Building 16, 211**

**Attending:**

Dawn Marie Barth, Emergency and Risk Management Analyst  
Darcy Dillon, Human Resources  
Angela Fazio, Project Coordinator FMP  
Jennifer Hayward, Sustainability Coordinator  
Don Hein, Management Representative  
Jace Smith, Director of Public Safety  
Dave Willis, Director of Facilities Management and Planning

Dale Knight, SAIF Representative

**Minutes:**

**Welcome Jace Smith the new Director of Public Safety**

**1. Minutes from November meeting.**

Approved

**2. Review of Action Items**

See action item list.

**3. Issues and Concerns**

- Dillon reported employee concerns from the laundry area. They are doing a considerable amount of lifting and it is causing back pain for multiple employees.
  - 1. Knight will come out in beginning of 2011 to review the laundry process to see if there is a better way to do the job.
- Hayward reported that there have been employees in building 5 reporting unusual symptoms. She has begun testing for mold spores in that area.
  - 1. They have been reporting coughing and other symptoms that may be related to some wet carpeting that was found.
  - 2. The FEC has reported musty smells but these may be related to ongoing construction. They are in a wait and see status now to see if it settles after the construction is completed after the break.
- Hayward shared a report of unusual amounts of dust and concerns of indoor air quality in building 18 in the Health Clinic. No symptoms have been reported.
- Fazio suggested that the current process of using the trash compactor needs to be evaluated for potential modification.
  - 1. Barth reported that this issue has come up several times and most recently it was reported that a solution had been found and was being implemented
  - 2. Knight stated that he had planned to have the process reviewed by the local ergonomic resource team but that plan had stalled.
  - 3. Willis reported that this will be part of the new recycling center construction.
  - 4. Fazio reminded that we can't put off employee safety for construction process. We need to find a solution to assist in the meantime.
  - 5. Many suggestions were made including using motorized assistance similar to the grocery cart machines used in parking lots to collect carts (tuggers)
  - 6. Dillon will research to see if there are funding options to make modifications.
- Hayward reported employees in building 4 reporting symptoms.

1. Plan is in place to remove mold from identified areas.

#### 4. Accident and Incident Reports

- FY11-21 SSS How did glass break? Was there exposure? CMIP
- FY11-20 Paint Remind them to slow down and secure table.
- FY11-19 HKP Need more information
- FY11-18 Food Service Recommend gas detector, new lighter. CMIP
- FY11-17 Laundry On going-will review process to possibly modify.
- FY11-22 FMP CMIP

#### 5. Wellness Fair

- Barth asked for suggestions for the upcoming wellness fair. She will staff the table but is asking for suggested topics.
- 2. Smith will send some ideas via email.

#### 6. Future Agenda Items:

1. Hazard worksheet review and possible re-development
2. Review FMP safety work orders and prioritize.
3. Developing a culture of safety on campus
4. Ensuring that quarterly building inspections take place.
5. Handrails
6. Map to track incidents/accidents- GIS
7. 801's and Incident/Accident Forms
8. Public safety staffing
9. Brainstorm session
10. Website updates
11. Review of Safety Policy
12. Waste disposal procedure on COPPS

#### ACTION ITEMS

Safety Issue	Corrective Action	Due Date	Person Responsible	Completed Date
Safety committee needs one faculty member.	Contact Jim Salt to ask for appointment of 2 faculty reps.	November 09	Dumbleton	Still Looking for 2.
Health concerns in Auto Body/Auto Paint: Hayward reported that another employee told her about 2 potentially unsafe practices in Building 12, the Auto Body/Auto Paint area. a. People spraying primer in the Auto Body area (not in the spray booth). The people spraying the primer are wearing respirators, but there are other people around in the vicinity that do not have any respiratory protection. b. People welding not under	Follow up with the Dean of Advanced Technology, Paul Croker, to discuss whether these are safety issues.  Installing new system what will function automatically. -Will request that we bring in OSHA to consult when new paint booths are done. -Checking air handlers this week. 8-9-10	November 2009	Bates/Hayward	Email sent to FMP 1-14-10. Waiting for reply when completed. Bates will resend.  Angela Fazio is working on this.  Dumbleton sending a memo to follow up.

<b>Safety Issue</b>	<b>Corrective Action</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Completed Date</b>
fume hoods. No special ventilation for the welding.	10-20 update- Measurements are done and Fazio will write a report			Awaiting consult with OSHA from Fazio
Concern about safety of hazardous waste disposal procedures.	Draft a hazardous waste disposal procedure for Safety Committee review.	January 2010	Hayward	Reviewed
Safety training document.	Review Pam Farmers new employee training document	October	Committee review	